

**NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 20-071C    OPENING DATE: 13-Feb-20    CLOSING DATE: 5-Mar-20**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Aviation Resource Management Specialist, GS-2101-09, T5258000**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

**\$53,187.00-\$69,140.00 PA**

**SUPERVISORY ☐ MANAGERIAL ☐**

**NON-SUPERVISORY/NON-MANAGERIAL ☒**

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**LOCATION OF POSITION:**

**161st Air Refueling Wing, Phoenix, Arizona**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive an Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

**Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.**

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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### **EDUCATION:**

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

### **CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

### **REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

**Relocation Incentive may be offered:** YES ☐ NO ☒

**PCS may be offered:** YES ☐ NO ☒

### **NOTES:**

Note: Must possess or able to obtain a Secret Security clearance.

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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to interpret and administer laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement to Aircrew Incentive Pay (ACIP), Career Enlisted Force Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP, (parachutist duty)) on all aviation related duties for personnel assigned to the Air National Guard unit.

2. Ability to control, and monitor the resources and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight. Receives direction and coordinates aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FSC).
  3. Ability to develop and implement unique applications programs using base-level computers to meet the specific needs of the unit.
  4. Knowledge of and skill in flight management principles and methods, to include management of the flying hour management program in order to provide documentation and reports to assist in the Wing's effective use of the annual flying hour allocation.
  5. Ability to communicate effectively both written and verbally.
  6. Knowledge of software programs, i.e., Aviation Resource Management System, JasperSoft, GTIMS, GDSS, AROWS, and various ad-hoc programs, to create or revise various reports, tables, or products to aid management in the development of policies, procedures, and strategies for an effective aviation program.
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**SPECIALIZED EXPERIENCE:** Must have 24 months experience, education or training in interpreting and administering of laws and regulations; that pertain to aviation and incentive pay, directing, controlling and monitoring the resources and training requirements for mission accomplishment; experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems. Experience as the overall Aviation Resource Management System (ARMS) database manager, analyst, and administrator for the Wing.

**BRIEF JOB DESCRIPTION:** This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. Its purpose is to: plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. Interpret and administer laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement to Aircrew Incentive Pay, Career Enlisted Force Incentive Pay, and Hazardous Duty Incentive Pay. Determine eligibility and prepare Military Pay Orders authorizing incentive pay. Advise aircrew members when pay entitlements change. Provide records to the Air Force Audit Agency and Federal Aviation Authority upon official request. Control and monitor the resource and training requirements of assigned aircrew members. Receive direction and coordinate aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes. Manage Wing Flying Hour Program by developing procedures and verifying accuracy with Logistics Group personnel. Develop and provide information and reports to reflect training accomplishments, pending training requirements, cost for flying hours expended and impacts on budget. Authenticate and publish aeronautical orders to start, suspend, disqualify or terminate aircrew member's requirement to perform operational flying or jump duties and award aeronautical ratings, aviation badges; and assign the appropriate aircraft Mission Design Series. Validate that aircrew medical requirements are in compliance with appropriate Air Force Instruction. Ensure that software products meet requirements for interfacing with Personnel, Finance, Medical, Maintenance, and Airfield Management. Perform Flight Services Specialist work within the Air Operations Division such as coordinating and maintaining liaisons with military, federal, and local agencies. Provide flight briefings to aircrews, review and evaluate flight plans. Communicate with and monitor in-flight aircrews. Perform other duties as assigned.

**SELECTING OFFICIAL:** SMSgt Jennifer Apodaca-Cabinatan

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